

Managing Weatherized Vacant and Multi-Family Dwellings in eHEAT

(Updated 6/29/05)

In order to be accurately counted as completions for the service provider, eHEAT and Weatherization Assistant (NEAT) need to properly handle several additional types of weatherized dwellings in addition to the typical occupied single-family home. To be counted as a completion for DOE purposes via Minnesota's system, a dwelling must have a WAP event created in eHEAT.

Several dwelling situations are covered in this document, but there may be other situations which need to be handled in a similar manner in eHEAT and NEAT. Such situations should be discussed with eHEAT and WAP staff at the MN Dept. of Commerce.

Keep in mind that the procedures to be followed in this document do not apply to any households for which EAP eligibility is requested, including those for which only WAP services are desired.

Applicable Dwelling Situations


- (1a) The first of these additional dwelling situations, is that of a non-EAP-eligible household in a unit of a multi-family building, which still qualifies for weatherization of the unit due to the fact that a sufficient percentage of households in the building are EAP-eligible (e.g. 1 out of 2 in a duplex, 2 out of 3 in a triplex, etc.).
- (1b) A variation of this first situation is that in which the unit in the multi-family building is vacant, but there is still a sufficient percentage of households in the building that are EAP-eligible.
- (2) A second situation is that of a currently-vacant dwelling such as a home that was rehabilitated through the "Habitat for Humanity" program, or which was upgraded using "MURL" funds. The household must be WAP-eligible.
- (3) A third situation is that of a multi-family building or single-family dwelling that is partially or wholly subsidized by HUD. The dwellings may be occupied or vacant.

Management in eHEAT

The eHEAT staff has recently implemented an approach that will allow situations such as those above to be handled in a straightforward manner. The solution consists of creating an application in eHEAT for either the actual occupant of a single-family dwelling or unit in a multi-family building, or for a fictional applicant if the dwelling or unit is vacant. This will allow a WAP event to be created in eHEAT, with subsequent export of the information to NEAT, as is currently being done.

The complete eHEAT application process must be followed, including filling in all required fields. However, in addition, other specific instructions described below must be followed to ensure that no EAP benefits will be made available. These instructions need to be followed precisely to allow proper reporting of different occupancy and income source configurations.

- If the dwelling or unit is occupied, the occupant's actual name will be used in the eHEAT application. If the dwelling or unit is vacant the applicant name should be entered with the word VACANT in both the first and last name fields. So, effectively, the applicant's name would be "VACANT VACANT".
- If the dwelling or unit is occupied, a specific social security numbering scheme starting with "Q" will be used. The occupant's actual social security number is not to be used. In the case of a vacant dwelling or unit, a specific social security numbering scheme starting with "V" will be used. The details of the social security numbering scheme are described at the end of this document.
- In the Household Income Info section, reached via the Maintain Income button in Application Step 2, the user may select "Yes" from the "Is income complete for all 3 months?" drop-down list -- then no income amount needs to be entered.
- On the Housing screen in Application Step 3 check the box "WAP MURL/HH/QU" (see the figure below).

Personal Information Household Members Housing (Application - Step 3 of 8) Cold Weather Rule Heat Complete Status Eligibility		
Status Message(s)		
Application member information saved successfully.		
Name: VACANT,VACANT		Household Number: 386849 SSN: V73000012
Housing		
Type of Housing		
<input type="radio"/> House	<input type="radio"/> Apartment / Condo	
<input type="radio"/> Townhouse	<input type="radio"/> Mobile Home	
<input checked="" type="radio"/> Duplex	<input type="radio"/> Triplex	
<input type="radio"/> Fourplex	<input type="radio"/> Other	
Application is for WAP or ERR only ? <input type="checkbox"/>		
WAP MURL/HH/QU (Qualified Unit) <input checked="" type="checkbox"/> 		
How many years have you lived in your current home? <input type="text"/>		
Do you own your home? <input type="radio"/> Yes <input checked="" type="radio"/> No		
What do you pay every month for rent or mortgage? \$ <input type="text"/>		
Do you have a rent subsidy from the government or live in subsidized housing? <input type="radio"/> Yes <input checked="" type="radio"/> No		
Is your heat included in the rent? <input type="radio"/> Yes <input checked="" type="radio"/> No		
Is electricity included in your rent? <input type="radio"/> Yes <input checked="" type="radio"/> No		
Landlord's name: <input type="text"/>		
Landlord's telephone number: <input type="text"/> - <input type="text"/>		

- On the Heating screen in Application Step 5, the user should make appropriate selections for electricity and heat information and vendors. If the dwelling or unit is vacant the Account Name should be entered as VACANT VACANT and the Account Number should be entered as 9999. If the dwelling or unit is occupied the Account Name and Account Number can be filled in with any information.

After completing the application process select Determine Eligibility in Step 7 of the Application. Upon determining eligibility you should see a screen virtually identical to the figure shown below, which indicates no EAP eligibility and no Primary Heat Benefit, but shows that the applicant is a WAP Priority Candidate. The example below is for a vacant unit to be weatherized by service provider 73, and it follows the conventions described above for naming the applicant VACANT VACANT and entering a social security number starting with "V".

Personal Information Household Members Housing Cold Weather Rule Heat Complete Status Eligibility (Application - Step 8 of 8)
Status Message(s)
Primary heat benefit calculated and not distributed.
<div> <div>Name: VACANT,VACANT</div> <div>Household Number: 386849</div> <div>SSN: V73000012</div> </div>
Eligibility Summary
<div> <div>EAP Eligible: No</div> <div>Income Eligible: No</div> <div>WAP Priority Candidate: Yes</div> <div>Denial Reason:</div> <div>Funds Available: No</div> <div>Primary Heat Benefit Calculated: \$0.00</div> <div>Primary Heat Benefit Awarded: \$0.00</div> <div>Note: Eligibility is determined for this application</div> </div> <div> <div>Distribute Payment</div> <div>Deny and Notify</div> </div>

Applicant Social Security Number (SSN) Convention:

Following an approach similar to that used for EAP applicants that don't have a SSN available (described in the Laser Beam named "SSN and Identification Standards & Conventions", Sept. 28, 2004), the following system will be used for the situations described previously in the Applicable Dwelling Situations section.

- Vacant Unit or Dwelling:** For any of the dwelling situations described previously (no intention of being EAP-eligible), if the dwelling is vacant or the unit in a multi-family building is vacant, the SSN for the applicant (named VACANT VACANT) would be entered using the following numbering convention. The SSN would start with a "V" (for Vacant), followed by the service provider number, then end with a sequence number that is incremented for each additional vacant unit weatherized by that service provider. So the first such unit for Arrowhead Economic Opportunity Agency (service provider "06") would be assigned a social security number of V06-00-0001. The second such unit for Arrowhead would be assigned V06-00-0002, and so on. The first vacant unit for Community Action of Minneapolis (service provider "17") would be assigned a social security number of V17-00-0001.
- Occupied Unit or Dwelling:** For any of the dwelling situations described previously (no intention of being EAP-eligible), if the dwelling is occupied or the unit in a multi-family building is occupied, the SSN for the applicant (using the occupant's actual name) would be entered using the following numbering convention. The SSN would start with a "Q" (for Qualified), followed by the service provider number, then end with a sequence number that is incremented for each additional occupied unit weatherized by that service provider. So the first such unit for Arrowhead Economic Opportunity Agency (service provider "06") would be assigned a social security number of Q06-00-0001. The second such unit for Arrowhead would be assigned Q06-00-0002, and so on. The first occupied unit for Community Action of Minneapolis (service provider "17") would be assigned a social security number of Q17-00-0001.